Office of Instruction and Student Development Update October 17, 2010

Clarification of Roles and Responsibilities for Noncredit Courses

We’ve come a long way in the development of our noncredit program. In Julia Peterson’s September 11 board report, she noted that the college had 52 noncredit students in 2012-13 and the number increased to 1,244 students in 2013-14. Numerous noncredit courses, certificates and pathways to credit classes and careers have been and are being developed.

Now, while our program is in the formative stage, the Deans, Senate leadership and I have a shared interest to build upon the work Julia Peterson and her staff has accomplished, and clarify the role that our Deans, Directors and faculty will have in noncredit. To that end, I met with the Academic Senate Co-Presidents recently to make clear the responsibilities that the Deans, Directors and faculty have in the development, scheduling and assessment of noncredit courses as well as faculty hiring and evaluation. What follows is a framework that will guide our noncredit course development process.

- The development of course outlines of record in noncredit courses that lead to a credit program will fall under the purview of the appropriate Dean or Director. For example: a noncredit course that leads to a degree in CIS will fall under Dean Gleave. Faculty interested in developing noncredit courses will discuss ideas with their Dean or Director.
- The Dean or Director will be responsible for the hiring and evaluation of faculty in noncredit courses that lead to a credit program.
- The Dean or Director will have oversight of the scheduling of noncredit courses that lead to a credit program.
- Development and assessment of noncredit courses, and the hiring and evaluation of faculty for noncredit courses that do not lead to a credit program will fall under Julia Peterson.